

## BROOKLYN VILLAGE BOARD MEETING MINUTES

February 8, 2016

The February 8, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Sue McCallum, Todd Klahn. Trustees Leavy and Kirkpatrick were absent. Others present were Clerk Strause, Deputy Clerk Kuhlman and John Marx. All stood for the Pledge of Allegiance. There were no public comments. Bill Holland representing **Green County United to Amend** was unable to appear and will request another meeting time.

Hawkey moved, second McCallum, carried to approve the minutes of 1-11-16.

**President Hawkey** read a letter from Payne & Dolan submitted to Town of Oregon and Dane County for a conditional use permit to continue sand and gravel operations by extending north from existing site onto adjoining Wingra Real Estate, LLC property. Discussion was held regarding conditional use permit. **President Hawkey** reported that a worker's comp claim has been filed by Robert Anderson, who was terminated from employment in December 2010. Clerk Strause stated no other details are available. **President Hawkey** reported she received a phone call from the **Oregon/Brooklyn Food Pantry** stating that Second Harvest is not a contributor of theirs. Hawkey would encourage people to donate directly to the Food Pantry.

**Deputy Clerk Kuhlman gave the December financials** with income of \$1,262,847.54, expenses \$114,862.83, and end of month balance in all funds of \$2,558,192.28. The Spring Primary, Feb 16<sup>th</sup> is for Supreme Court Justice. Tax collection for December and January shows 84% collected in Green County and 85% in Dane County. Delinquent tax lists are in the Trustee packets.

**President Hawkey** reported the auditors were here today and we will get the report in a couple of months. Clerk Strause said April or May.

**PUBLIC WORKS** – Hawkey reported Public Works and Finance Committees recommended to **approve the Sewer Connection and Water Impact Fees**. Klahn moved, second Smith, carried to approve. Hawkey stated there is a recommendation from Finance to approve **WWTP Surcharge rates discussed in 2015**. Discussion was held on the rates and what they include. Klahn moved to accept the surcharge rates, second Cazier. Further discussion was held on what the rates cover. Motion carried. Smith moved, second Klahn, carried to **approve minutes of 10-27-15**. Klahn reported Public Works request to have the ability to purchase a leaf stacker if one is found on sale or at auction, not to exceed \$2,500 and if money is available in the budget. Discussion was had on the condition of current stacker and availability of getting a used stacker. Klahn moved, second Smith, carried to approve **Public Works to purchase a used leaf stacker, not to exceed \$2,500, if one becomes available**. Klahn moved, second Cazier, carried to **scrap out old leaf stacker and take off parts needed**.

Discussion was held on the purchase of a new half-ton truck through state bid process and adding a backup alarm. Klahn moved, second Smith, **to purchase a 2016 Chevy Silverado half-ton regular cab with the backup alarm through the state bid at the price of \$26,959**. Discussion held on what is included on truck and also keeping the current one-ton truck to be used for trade in a few years for another one-ton. Motion carried. Discussion was held on sending **Public Works Director Langer to WRWA spring conference, March 29 – April 1**. Klahn moved, second Cazier, motion carried to approve. Hawkey stated the Village received the **2015 DNR Urban Forestry Grant check for \$5,000**. The Utilities report and Public Works report were presented. Hawkey asked the Public Works Committee to review the budget reports for overages and discussion was held on reasons for overages.

**SAFETY:** McCallum stated the Committee **reviewed the Brooklyn Police Annual Report**, recounting of tickets, activity, etc. The Committee reviewed and **updated Policy 215 on parking appendix and recommend for approval**. Discussion about policy. McCallum moved, second Smith, carried to approve Policy 215 on parking appendix. The Committee accepted Officer Larson's leave of absence letter due to his accepting a full-time position in another district. McCallum stated the Committee will be **Interviewing three candidates on February 22 for part-time police officer and are hoping to fill two positions**. Chief Barger will be gone Feb 8-11<sup>th</sup> at a conference in Wisconsin Dells. The Committee will next meet March 17<sup>th</sup>, there will be no meeting in April and the next regular meeting will be May 5. Hawkey asked the Safety Committee to review the budget reports for overages and discussion was held on overages.

**CONSENT AGENDA:** Hawkey moved, second Smith to **approve an operator license for Heather M. Muckler, and payment of all bills as presented.** Motion carried, Cazier abstained.

**NEW BUSINESS:** Clerk Strause reported quotes received for property insurance coverage for 4-15-2016 to 4-15-2017. The LGPIF quote is up 66%, \$12,541. New insurance company MPIC is \$9,051 with \$1000 deductible and \$9,142 with a \$500 deductible. Last year the Village paid \$7,549 with LGPIF. A non-renewal notice needs to be filed with LGPIF. Hawkey moved, second Klahn, carried to **file a non-renewal for State Property Insurance Fund under the Finance Committee recommendation.** Hawkey moved, second Klahn, carried to **purchase coverage for 2016-2017 with MPIC for \$9,142 with a \$500 deductible.** Hawkey moved to **chargeback 2014 payable 2015 delinquent personal Property Tax to Scout Enterprise, LLC, DBA Country Place Café Scott Zeitler.** Chargeback was explained by Clerk Strause. Second by Klahn, motion carried.

Discussion of TID # 2 Land Lease with Klondike Farms for reduced acreage. Hawkey moved, second Cazier, carried, Klahn abstained, to **Amend TID #2 land lease with Klondike Farms \$160 per acre for the remaining available acreage payable April 15.** Discussion was held on **New Combination "Class B": Fermented Malt Beverage & Intoxicating Liquors License for Lady Alibi, LLC, dba Alibi, Erin Shambrook, Agent, at 108 Hotel Street, Brooklyn and for an operator license for Erin Shambrook.** Strause stated this is the former Kounty Korner's property and purchase of building is contingent on receiving license. There is one available license. Hawkey moved, second Cazier, approval contingent upon purchasing of business for liquor license and operator's license for Erin Shambrook. McCallum stated Safety Committee reviewed application and is recommending approval. Motion carried.

Resolution #2015-01 Opposition of Wisconsin State Senate Bill 432 Water Utility Transfers, sale of water services without a vote of public support. McCallum moved, second Hawkey, to approve **Resolution #2015-01 Opposition of Wisconsin State Senate Bill 432 Water Utility Transfers.** Discussion was held. Motion carried.

**UNFINISHED BUSINESS:** **Archive services for Village emails,** Cazier submitted quote of \$1,100 plus \$8 per email, plus a recommendation for another company closer. Discussion on pricing and what quote covers. Hawkey moved, second Klahn, carried to postpone discussion to next month. Finance Committee recommended, Hawkey moved, second Cazier, to **appoint Deputy Clerk-Treasurer Kuhlman to Clerk-Treasurer effective August 1, 2016.** Discussion was held regarding the necessity of hiring someone with a minimum two years in municipal government and additional clerk training and education versus on-the-job training. Motion carried, McCallum opposed. Discussion was held on **hiring process for deputy clerk-treasurer position.** Various dates for advertising position were discussed. Hawkey moved, second Cazier, carried to post from April 1 to April 29 with a hiring date of July 1<sup>st</sup>. A letter was sent to Senior Center of intent to non-renew contract that expires 12/31/2016. Finance Committee postponed to next month discussion of renewal/non-renewal of Oregon Senior Center Contract. Hawkey moved, second Klahn, carried to **postpone discussion of Oregon Senior Center Contract renewal/non-renewal.**

**Discussion on Municipal Employees Request to find ways to address Expenditure Restraints and other State laws affecting our ability to maintain services in municipalities.** Janesville Gazette article regarding health insurance rates, McCallum contacted committees in State Legislature and Senate. Received reply from Senator Lasee, waiting to hear from other entities. Presented a list to trustees and discussed Acts passed in 2015 for reference in committees and will watch what's happening in 2016.

**COMMITTEE REPORTS:** **Planning & Zoning** did not meet but there was discussion on contacting Dane County for hearing date on Payne & Dolan conditional use permit. **Ordinance** will meet Tuesday, February 9. Smith is waiting for Chief Barger to do some measurements and report back. **Recreation** – Hawkey stated movie night went well, Get Fit is still going ahead and is having a free yoga class this weekend. They are gearing up for the Rec Run. The craft sale will be moved to Labor Day weekend if Sno Hornets are doing Labor Day activities. Everyone was happy with the Health Fair turnout. Next year it will be held in Oregon and then alternate between Brooklyn and Oregon. McCallum reported the Historical Society is doing research on sponsoring the July 4<sup>th</sup> Fireworks. Also the Historical Society is contacting non-profits to do a joint non-profit community garage sale in April. **Personnel** — Hawkey moved, seconded Klahn to approve minutes of 1-29-16. Motion carried. The Committee reviewed the handbook and will be reviewing the trustee manual. When finished it will come back to the board. **Finance** - Hawkey moved, second Cazier to approve Clerk Strause and Deputy Clerk Kuhlman to attend the State Treasurer Conference in Appleton, April 21-22, and League

Insurance Conference in Wisconsin Dells, April 28-29, as recommended by Finance Committee. Discussion was held on days of the week and costs. Motion carried. **Economic Development Committee** did not meet, but McCallum and Kirkpatrick met with Chamber of Commerce to organize a business expo.

**FIRE/EMS District Contract** revisions were discussed. Items will be discussed at next District meeting. Fire/EMS minutes from last meeting and agenda for February 17 meeting were passed out. Discussion was held on issues presented at last District meeting. Also discussed were representation of municipalities on the District Board, need for written authorization from each municipality before purchasing equipment, need for written authorization from municipalities before loans are approved, occasional audits, more accountability, borrowing for the District. Trustee Klahn stated he is grateful for the discussion. Hawkey said all are welcome to be at meetings. Hawkey said the next step for the contract is to send off to District.

Discussion was held on when to make payments to Fire/EMS, quarterly or three times per year. Attorney advised to do three times per year until settle contract for EMS portion - pay Fire Department on last year's agreement, three times per year, February, August and December, and pay \$15 per capita for EMS. Discussion on payment amounts continued. Clerk Strause reported the total for Fire is \$62,207.84 and February payment for Fire will be \$20,735.95. Hawkey moved to **pay \$20,735.95 for the payment due February according to 2016 budget amount for the Fire**, second Klahn. Further discussion was held on when to pay. Motion carried, Smith opposed.

EMS payment, directed to pay \$15 per capita, which comes to \$7,085 three times per year, February, August, December. Hawkey stated If new contract settled, can immediately make motion to pay. Hawkey moved to **pay \$7,085 to EMS at \$15 per capita on the current contract due in February**, second Klahn. Discussion continued on when to pay. Motion carried, Smith opposed.

At 8:50 pm, Smith moved to adjourn, second Hawkey, motion carried.

Linda Kuhlman, Deputy Clerk-Treas.